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1 June 1951

MEMORANDUM FOR: Director  
Deputy Director  
Deputy Director (Plans)  
Deputy Director (Administration)  
Assistant Directors

FROM: Assistant Director, Intelligence Coordination

SUBJECT: Proposals Regarding Requirements

ENCLOSURE: TAB A - Proposed Terms of Reference for a CIA Requirements Committee

1. In order to clarify the issue and focus the responsibility for the coordination of Requirements, the following proposals are submitted for consideration:

a. That the Office of Intelligence Coordination should be made responsible for:

(1) providing the coordination necessary in developing general requirements guidance for collection facilities within CIA and those in other agencies;

(2) assisting, where appropriate, in reconciling difficulties which develop in the course of handling ad hoc or spot requirements as provided for in Regulation 70, p. 13 (functional statement of the Office of Collection and Dissemination).

b. That there should be established a CIA Requirements Committee to assist the AD/IC in discharging the responsibilities set forth in Paragraph a. above. Proposed Terms of Reference are attached as TAB A.

2. Consideration has been given to the establishment of a Requirements Committee or Board which would include representatives of all the IAC agencies. After discussion within CIA, however, it has been agreed that such an extension of the Committee's scope and membership should be deferred to a later date.

JAMES Q. REBER

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PROPOSED TERMS OF REFERENCE  
FOR A CIA REQUIREMENTS COMMITTEE

1. The Committee shall include representatives of the collecting and producing offices of CIA.
2. The Chairman of the Committee shall be the Assistant Director for Intelligence Coordination, acting for the Director.
3. The functions of the Committee shall be as follows:
  - a. To formulate initially priority listings of national intelligence requirements by country and/or subject such as would be required to implement  (see attached).
  - b. To develop, as requested by the offices represented, guide type requirements other than those in paragraph 3 a.
  - c. To solve those problems in the relations of the producing and collecting agencies which are submitted to it, in order that the full resources of the Government may be effectively concentrated on the most complete collection of vital intelligence.
4. After the functions described in paragraphs 3 a. and 3 b. above have been satisfactorily carried out, the Assistant Director for Intelligence Coordination shall consult with the other intelligence agencies on the matter of submitting the statements of requirements to the IAC for approval.

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ATTACHMENTS

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Approved For Release 2003/06/13 : CIA-RDP80R01731R001700090009-0

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Approved For Release 2003/06/13 : CIA-RDP80R01731R001700090009-0